

Employee Youth Mentoring Program Guidelines

The following should provide additional guidance for state agencies for any State of Nebraska employee participating in approved youth mentoring programs.

Definition of the Program

In accordance with [Nebraska Revised Statute 81-1392](#), State of Nebraska employees are able to participate in an approved youth mentoring program if the employee meets the following state-approved guidelines.

Eligibility Requirements for Participation

The following are the eligibility requirements for participation:

- The employee's current performance review is satisfactory and the employee is not currently on a performance improvement plan
- The mentoring program is on the list of approved youth mentoring programs
- The employee follows agency guidelines in submitting a request to utilize mentorship leave
- The employee signs the "accident Waiver and Release of Liability" form

An agency may deny a request if the employee's absence is not in the best interest of the State, interferes with agency operations and/or services, or the employee does not meet the eligibility requirements.

Employees must provide their supervisors proof (email, confirmation letter, etc.) that they meet all background checks and additional requirements of the mentoring program they choose.

Each agency is responsible for verifying the youth mentoring program that the teammate is volunteering for is on the approved mentoring list. The approved mentoring list is available at the following link: <https://www.mentornebraska.org/get-involved/nebraska-state-employees/>.

At Governor Pillen's direction, the State has negotiated [agreements](#) with our labor unions (the new agreements are integrated and highlighted in the 2021-2023 and 2023-2025 contracts) to provide state teammates with paid mentoring leave time according to the [Youth Mentoring Program Guidelines](#). By State Personnel Director [action](#) this benefit has been extended to rules-covered teammates. *Effective Monday, May 8, 2023, the current one hour per week mentoring time will be paid time. Teammates are not required to use flexible schedules, compensatory time, vacation time or leave without pay to participate.*

State Approved Mentoring Programs

Any employees wishing to participate in youth mentoring programs must select a program from the following state approved mentoring list available at the following link:

<https://www.mentornebraska.org/get-involved/nebraska-state-employees/>.

Find mentoring opportunities at: <https://www.mentornebraska.org/stateofnebraska/>.

Use of State Government Equipment

Employees must follow the [State of Nebraska's Acceptable Use Policy](#). Employees are allowed to review the mentoring options on the database using a state computer, however, must do it on lunch or breaks. Any additional use of State Equipment must be in alignment with the State's and his/her agency's acceptable use policy.

Liability for Injuries

All participation in volunteer mentoring activities is done on the employee's personal time and should not be considered work time. Please refer employees to the "[Accident Waiver and Release of Liability Form](#)" to sign prior to participating in volunteer mentoring activities.

If you have any questions, please contact the State Personnel Office at 402-471-2833, or, email as.teammateengagementandrecognition@nebraska.gov.

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